

Hancock Middle School  
501 Campus Drive  
Hancock, Michigan 49930

(906) 487-5923  
fax: (989)455-4239

## Student Handbook 2017-2018

**Mission Statement of Hancock Middle School:** Hancock Middle School fosters an environment where academic excellence is promoted and respect for self and others is developed.

**Vision Statement of Hancock Middle School:** Hancock Middle School students are educated and culturally aware young adults who aspire to be responsible members of society.

**Mission Statement of the Hancock Public Schools:** Our mission in the Hancock Public School system is to educate our students and help each one become an independent learner. In a climate of high expectations, we foster good study skills and a healthy self-concept. Through interest, support, and involvement, parents and community members play an integral role in helping us develop responsible, productive citizens.

### Board of Education

Mr. Chuck Paoli, President  
Mr. Kevin Kalinec, Vice-President  
Mr. Steve Lancour, Secretary  
Mrs. Michelle Blau, Treasurer  
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### Administration

Mr. Kipp Beaudoin. . . . .Middle/High School Principal 487-5923 ext. 7238  
483-2540 ext. 8002  
Ms. Monica M. Healy . . . . .Superintendent 487-5925 ext. 7121  
Mr. Dan Vaara . . . . .Elementary Principal 487-9030 ext. 6102

**This agenda belongs to:**

Name \_\_\_\_\_

Homeroom \_\_\_\_\_

Phone Number \_\_\_\_\_

## Welcome to Hancock Middle School

Parents and Students:

The faculty and staff of Hancock Middle School welcome you to another year of learning, discovery and opportunity for growth. The middle school years are important years in the development of students into responsible citizens. We are here to help you in every way we can.

This handbook is prepared as a guide for students and parents. Read it carefully, as much of the information pertains to you and the middle school's daily routines, rules and procedures. Please feel free to call the office at 487-5923 if you have questions about a school rule or policy.

Good luck on a productive and rewarding school year.

Sincerely,

Kipp Beaudoin  
Middle School Principal

**Please Note:**

This handbook is a general guide for students and parents. It is not intended to be all-inclusive, inasmuch as situations arise that cannot be foreseen. However, the major rules and policies of the school have been included, and parents and students are urged to contact the office if they have questions about any school rule or policy.

Parents play a crucial role in developing and maintaining positive student behaviors and attitudes. Parental attitudes toward school set the tone for how children feel about school. Discipline problems are most effectively dealt with when there is strong parental support.

**Statement of Compliance with State and Federal Law:** The Hancock Public School District, as an Equal Opportunity/Affirmative Action employer, complies with applicable federal and state laws prohibiting discrimination, including Title IX of the Educational Amendments of 1972 and section 504 of the Rehabilitation Act of 1973. It is the policy of the Hancock Public School District that no person on the basis of race, sex, color, religion, national origin or ancestry, age, marital status, or handicap, shall be discriminated against in employment, educational program, and activities or admissions.

**New Regulations Required of Michigan Schools:** School districts in Michigan began operating under the Revised School Code July 1, 1996, Public Act 25 of 1990 and 335 of 1993 added several options to the school code, which are popularly referred to as school improvement requirements. These include core curriculum, accreditation, school improvement plans, annual education reports, student portfolios, state endorsed diplomas, and site-based decision making. The Hancock school district wishes to avoid state aid deductions and therefore strives to take all action possible to uphold the standards set by state mandate.

**PARENT/STUDENT ACKNOWLEDGEMENT OF STUDENT HANDBOOK**

**Student Handbook:**

We have read and understand the Hancock Middle School Student Handbook. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures and policies of the School District. We also understand that this handbook supersedes all prior handbooks and other written material of the same subject.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

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**School Publications/Media Release Permission Slip:**

I give Hancock Middle School permission to include \_\_\_\_\_ picture and/or name in school publications (including the school web page) and media releases.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**\*Please complete both sides and return to the middle school office no later than September 18, 2017.**

The student handbook is also available on our web site: [www.hancockpublicschools.org](http://www.hancockpublicschools.org)

## EMERGENCY PROCEDURE INFORMATION

Pupil's Name \_\_\_\_\_ Birthdate \_\_\_\_\_

Mother E-Mail Address \_\_\_\_\_ Phone # \_\_\_\_\_

Father E-Mail Address \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_

In case of emergency, illness or accident to the pupil named above, the school will utilize the contact information completed below.

First Contact: Name \_\_\_\_\_ Phone: \_\_\_\_\_

Second Contact: Name \_\_\_\_\_ Phone: \_\_\_\_\_

Third Contact: Name \_\_\_\_\_ Phone: \_\_\_\_\_

**List neighbors or nearby relatives who will temporarily care for your child in case you cannot be reached**

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

List any medical conditions, for example, diabetes, asthma, epilepsy, allergies, etc., that the school should be aware of and which will be important to know in case of an emergency:

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**My child may be given a non-aspirin pain reliever if necessary**    Yes \_\_\_\_\_ No \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

2017-2018

## Daily Schedule

8:06	Warning Bell
8:10-8:25	Homeroom
8:25-9:19	1 <sup>st</sup> Period
9:23-10:16	2 <sup>nd</sup> Period
10:20-11:13	3 <sup>rd</sup> Period
11:13-11:43	Lunch
11:47-12:41	4 <sup>th</sup> Period
12:45-1:38	5 <sup>th</sup> Period
1:42-2:35	6 <sup>th</sup> Period
2:39-3:32	7 <sup>th</sup> Period

## Two-hour Delay Schedule

First warning bell	10:06
First Period	10:10 - 10:50
Second Period	10:54 - 11:32
Third Period	11:36 - 12:14
Fourth Period	12:18 - 12:56
Lunch	12:56 - 1:26
Fifth hour	1:30 - 2:08
Sixth hour	2:12 - 2:50
Seventh hour	2:54 - 3:32

## **ACCIDENTS**

All accidents in the school building, on school grounds, or at school-sponsored activities are to be reported to the principal's office. The supervisor of the activity must fill out an accident report.

## **ANNOUNCEMENTS**

General announcements to the students concerning school activities and procedures are made in the morning, are posted on bulletin boards and the to the parent email list. Groups, clubs, organizations, etc. wishing to post an announcement are to bring a copy of the announcement to the principal's office by 3:00 PM on the day prior to when the announcement is to be posted. The principal must approve all flyers, posters, brochures, etc. prior to being posted.

## **ANNUAL GRADE PROMOTION/PLACEMENT**

Each student's progress is reviewed to determine probable placement for the fall of the coming school year. A committee consisting of the principal, guidance counselor, grade level teachers, and/or parents/guardians may make the review. Factors to be considered are: previous retention, age of the student, attendance, effort in class and ability as determined by staff and standardized tests. The goal is to make a placement that will best meet the needs of each student. The recommendation may be:

1. **Promotion:** The student has successfully completed all requirements.
2. **Retention:** The student has not met minimal requirements in a certain course and will repeat that course.
3. **Placement:** The student is placed in the next grade but has not met the requirements for promotion.

In the event of a student being recommended for retention, a letter to parents will be mailed within the first three weeks following the last day of school. (*See Recovery/Retention*)

## **ASSEMBLY PROGRAMS**

Assemblies are held in the auditorium or gymnasium. All students are expected to participate in assemblies unless they have specific permission to be excluded. Students are to sit in their assigned sections unless specifically directed to sit elsewhere. Appropriate behavior is expected at all assemblies and students whose behavior is inappropriate may forfeit their privilege of attending future assemblies.

## **ATHLETICS**

Students who wish to participate in athletic activities must obtain a *Physical Examination Card* from the office, have it completed by a physician and return it to the office prior to participating in any athletic contest or practice. For further information on athletic rules and policies, contact the Athletic Director at 483-2545 or consult the Extra Curricular Code available in the office or from any coach. Hancock Middle School is a member of the Michigan High School Athletic Association and subject to its rules and policies. It is MHSAA policy that students who wish to participate in athletics must have passed four academic classes the previous semester.

## **ATTENDANCE**

The Michigan School Code requires that student attendance be "continuous and consecutive". The code also indicates that absences are permissible only with "valid excuses". There are two aspects to attendance: *presence and promptness*. Both are very important. A student's attendance record is a measure of his/her ability and willingness to accept responsibility. Students learn as a result of being involved in the varied experiences provided during class time. Not all learning can be measured by tests or homework grades. Absences and tardiness will deprive the student of many educational benefits.

Hancock Middle School is a full-time school and all students are expected to be in attendance daily. Students with chronic attendance problems will be referred to the Copper Country ISD's truancy officer. After 5 absences a letter will be sent to the parents. After 10 absences a referral will be made for petition to the truancy officer. The truancy officer may talk to a student prior to referral if absences and/or tardies are becoming excessive.

When a student is absent, a parent must call the office or send a note with the student upon return. The parent has two days following the absence to report the absence to the office. The absence will be marked unexcused unless there is a compelling reason to extend this time. Please contact the principal to discuss extensions to this time.

There are three types of absences:

1. Excused absences are given for pre-arranged absences, personal illness, funeral attendance, or circumstances of an emergency nature. A student may make up the work missed during his/her absence. Arrangements to make up work are made with the individual's teachers and it is the student's responsibility to make the arrangements and to follow the time lines agreed upon.
2. Unexcused absences are given for school skipping, absences without a valid parental note or phone call, or leaving the building without permission.
3. Sanctioned absences are given when a student comes to school, but is not in class because he/she is participating in another school-sponsored activity. All work missed may be made up; it is the responsibility of the student to make arrangements with teachers to make up his/her work. Suspension periods are considered sanctioned however it is at the teachers' discretion as to whether work may be made up.

**Grade reduction and excused absences:** Students are permitted up to six excused absences per marking period without a grade penalty. Upon each excused absence after six, a student's marking period grade will be lowered by one point on the eleven-point grading scale. Extenuating circumstances will be considered. Please contact the principal prior to the end of the marking period.

**Grade reduction and unexcused absences:** Each unexcused absence will result in a lowering of the student's marking period grade by one point on the eleven-point scale.

Parents may check on their child's absences via the PowerSchool website or calling the office.

**Tardiness:** Any student entering school after classes have begun is considered tardy. Students who are tardy should report directly to the office to obtain a tardy form. If detained by a staff member, students should obtain an *Excused Tardy Form* from that staff person. *Three unexcused tardies in a marking period will result in a lunchtime detention. A fourth unexcused tardy earns a lunchtime detention as well as a phone call home. The fifth tardy will result in a lowering of the student's marking period grade by one point on the eleven-point scale. Each successive tardy following the first five will also result in a one-point lowering.* Tardies may be made up by attending an after-school detention. For each tardy over four in any one class, students may attend 30 minutes of detention to avoid the lowering of their grade. Tardies beyond three minutes become absences, excused, unexcused or sanctioned. Students with excessive tardies in study hall or chronic tardies in their classes may be subject to additional disciplinary action.

### **BUSING**

Bus transportation is provided for students who do not live within reasonable walking distance of the school. Students who ride a bus must conform to the rules governing school bus travel.

### **CELL PHONE & OTHER ELECTRONICS**

Use of cell phones and other electronics is allowed before school until the warning bell (8:06 a.m.) and after the final bell (3:32 p.m.). Electronics should be turned off and stored in the student's locker during the day, or may be brought to the office for safe keeping. The first violation of this policy will result in the device being taken away & returned at the end of the day. A second and/or third violation will require a parent to pick up the device from the office. If a student is in violation for a fourth time, he/she is required to turn any devices in to the office upon arrival at school and may pick them up after the final bell.

### **CLOSED CAMPUS**

The Hancock Middle School maintains a closed campus policy. From the time students arrive on the school grounds until they are picked up or school ends for the day, students must remain on school grounds. Weather permitting; students are free to enjoy part of their lunch period on the front grounds of the school. Students not properly dressed for winter weather will not be allowed outside during the lunch period.

### **COMPUTER LABS/USAGE**

Students may use the computer lab during the day provided permission is obtained from a teacher. All students who use the lab are required to have a signed *Internet Use Policy* on file. The computer lab is to be used for schoolwork. Any "surfing" of the Internet must be approved and supervised by a teacher.

### **DANCES**

School dances may be conducted by school-based organizations with the consent of the principal. Student conduct at dances is subject to the same rules and policies that apply during the school day. Any student who earned a suspension during the month prior to the dance may not attend without permission from the principal. Only Hancock Middle School students may attend school dances.

### **DETENTION**

Any staff member may assign detention. Parents will be notified when a student is assigned a detention. Students are to serve detentions at the time(s) assigned. Detentions are served in the principal's office. A teacher may also request that a student serve a detention in his/her classroom. Students who do not serve assigned detentions will be subject to additional consequences. Bus students are given a day's notice to make transportation arrangements, which are the responsibility of the student. Students who misbehave while serving a detention will be subject to additional consequences.

### **DIRECTORY ASSISTANCE**

In compliance with the Family Educational Rights and Privacy Act of 1974, the Hancock School District follows these policies with regard to directory information, which is defined as a student's: name, address and telephone number, date and place of birth, major field of study, school activities records, attendance records, honors and awards, other information generally found in school yearbooks. The Hancock School District may release directory information without specific permission of a student or his/her parents. However, the district does not honor list requests for groups, organizations, or individuals that do not have a specific school purpose. Any student or his/her parents who do not wish to allow the release of directory information must file a request in writing to that effect with the principal. The annual publication of the handbook is considered to be annual public notification of these policies.

### **DISCIPLINARY POLICY/PROCEDURE**

All students will be treated with courtesy and respect by the staff at Hancock Middle School. It is expected that all staff will be treated with respect and courtesy by the students at HMS.

Students are responsible for their own behavior and should know the consequences of inappropriate behavior. These consequences are provided to help a student become an educated, self-disciplined person.

The classroom teachers and other school staff will handle minor discipline infractions as they occur. Examples of minor discipline infractions include: talking without permission, eating in class, disruptive behavior and disobeying classroom rules.

Consequences of these violations or similar infractions will be handled by the teacher/staff member and may include:

- ~ warning students regarding their inappropriate behavior and clarification of expected behavior
- ~ Parent contact and/or parent-teacher-student meeting



- ~ loss of privileges in class
- ~ detention (detention will usually be held from 3:30-4:00 p.m.)

Discipline infractions serious enough in nature to warrant a referral to the principal include: repeated minor infractions, fighting, obscene language and/or gestures, insubordination.

Any time a student is referred to the principal's office the teacher will call home and an office referral form will be completed.

Students referred to the office will earn (in addition to possible teacher consequences)\*:

**1<sup>st</sup> referral** = minimum 30 minute after school detention

**2<sup>nd</sup> referral** = minimum 30 minute after school detention

**3<sup>rd</sup> referral** = 30 minute after school detention  
and minimum of one day "Classes Only"

**4<sup>th</sup> referral** = minimum 3 days "Classes Only"

**5<sup>th</sup> referral** = parent-student-principal meeting. Student will remain on In-School Suspension status until parent(s) are able to meet with the principal

\*Referral count begins anew each marking period

In the case of persistent disobedience or gross misconduct exclusion of the student for a specified period of time may be necessary. Parents will be notified of these situations. These exclusions fall into three categories:

1. Temporary/In School Suspension "exclusion of a student from a class/classes for a time period not exceeding five days." The principal assigns in-school suspensions. During an in-school suspension, a student is isolated for up to an entire school day, including lunch. The student must do any work assigned by his/her teachers for that day to have successfully completed the in-school suspension.
2. Suspension "exclusion of a student from school and all school activities for a period of time not exceeding ten days." The principal assigns suspensions. The student must contact the teacher regarding make up work. It is the teacher's decision as to allow make-up work or not.
3. Expulsion "permanent separation of a student from school." If problems persist, and all efforts to correct student behavior have failed, a recommendation for expulsion may be made or a court referral for incorrigibility will be made.

A notice of the offense and action taken will be sent to the student's parent/guardian in each of these cases. The following is a detailed review of the procedures regarding suspension and expulsion.

Suspension Procedure:

1. The student will be informed of the specific complaint against him/her.
2. The student will have the right to present to the school administrator any relevant information that will support his/her defense.
3. If the student is suspended, the administrator will notify the student's parents by phone if possible. A written notice will be sent in all cases involving suspension.
4. The parent may appeal to the superintendent if he/she disagrees with the decision of the administrator.

Expulsion Procedure

When an incident occurs that could be the basis for an expulsion, the principal shall investigate the nature of the alleged offense. Unless the student is unavailable or unwilling to discuss the incident, this investigation shall include a discussion with the student so that the student can present his views and defense for the alleged incident. If the principal believes an offense has occurred which warrants expulsion, the superintendent shall be notified immediately. The superintendent shall notify the student and his/her parents that it is intended that the student will be expelled, the reasons for the intended expulsion, that the student and parent or representative will be given the opportunity to appear before the superintendent to challenge the reasons for the intended expulsion

or otherwise explain the student's actions, and the time and date for the hearing. The hearing shall be held not less than three or later than five days after the notice is given, except in cases where a student has been removed from school premises, in which case a hearing shall be held not later than 72 hours from the time the student was removed.

A student may remain in school pending an expulsion hearing; however, if a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process of the school, the principal may remove a student from school premises immediately. The principal shall deliver to the superintendent the cumulative record, a complete report of the incident, and any additional background information of value or pertinent to the case. The student and parents shall have the opportunity to present any pertinent information in the student's defense. After the hearing the superintendent shall make a final decision and notify the student's parents within 24 hours by certified mail.

**Students who are exhibiting conduct that endangers fellow students, staff, or school property, or is of a serious nature, will be removed immediately.**

### **DRESS CODE**

Students are expected to dress in good taste and in a manner that recognizes school as a learning environment, calling for different attire than that worn at times outside of the school setting. Reasonable standards of cleanliness and personal hygiene must also be maintained at all times. Any attire, or the lack thereof, which creates a disturbance, is immodest or in poor taste, or is detrimental to the health and safety of the student, will not be permitted. Also, students representing the school in any extra-curricular activity must be appropriately dressed and properly groomed.

The following are generally accepted guidelines, but are not all-inclusive:

- A. No articles of apparel may be worn in violation of Federal, State or local flag codes of etiquette.
- B. Hats, bandannas, and other head apparel are not to be worn in the building.
- C. Garments designed to be worn as undergarments or sleepwear are not to be worn as outer garments.
- D. Shoes must be worn at all time in school.
- E. No sayings that are obscene, vulgar, or in any way immorally suggestive are to be worn on clothing. Placement of patches/pins on clothing is likewise not to be suggestive of obscenity, vulgarity or immorality.

***Keep in mind; Hancock Middle School is a drug free zone. If the apparel you are wearing doesn't support this message, it will be deemed inappropriate.***

- F. Coats and jackets are not to be worn, nor are backpacks or purses permitted, in the study hall or classroom unless the student has the teacher's permission.
- G. Dresses, skirts and shorts are to be at least mid-thigh length.
- H. Midriffs are to be covered during the school day.
- I. Skin tight shorts/tights/leggings, tank tops, or any low cut clothing which reveals undergarments or are immodest in any other way are not to be worn during the school day.

If necessary, students inappropriately dressed will be sent home to change clothes and the time missed will be unexcused. Repeated offenses will result in detention and/or suspension.

### **ELEVATOR**

The elevator is only for those individuals who have need for this kind of assistance. Students who are not handicapped or do not have office permission are expected to use the stairs. Any students using the elevator without permission will be reprimanded.

### **ENROLLMENT REQUIREMENTS**

Hancock Middle School is a full-time school. It is required that all students enroll in at least six classes per semester. A one-time (\$10) book fee is charged when entering the middle school. Additionally, up to date immunization records, proof of residency (Hancock students and students

attending under the Schools of Choice program) and a copy of a certified birth certificate are required upon admission to the Hancock School District.

### **EQUAL EDUCATION OPPORTUNITY**

Every child, regardless of race, creed, color, sex, national origin, cultural or economic background, or handicap, is entitled to equal opportunity for educational development.

No student will be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the district. The Board shall treat its students without discrimination as this pertains to course offerings, athletics, counseling, employment assistance, and extracurricular activities.

### **EXAMS**

Students in grades 7 & 8 will be given exams or semester projects in each of their core classes at the end of each semester. Exams or projects count for 1/5 (20%) of the student's semester grade.

Students are expected to take exams at the scheduled time; attendance in class at this time is required. Any student who misses a scheduled exam for any unexcused reason earns an "E" grade on the exam.

### **EXTRA-CURRICULAR ACTIVITIES**

Participation in extra-curricular activities can be a valuable learning experience for students.

Students are encouraged to take advantage of the extra-curricular activities offered (see the *Curriculum Guide*). Participation in these activities also carries the responsibility of appropriate time commitment and behavior. Rules for the regular school day apply at all extra-curricular activities. Student groups may request use of school facilities for their activities. The principal must approve the request and a school-sanctioned adult supervisor must present during the activity.

*Students are not to be in the building after school hours unless they are participating in a school activity or have permission from school personnel. All student activities taking place in the building must have an adult supervisor present. Academic credit is not granted for extra-curricular activities.*

### **FIRE AND OTHER DRILLS**

A minimum of six fire drills is held each school year as required by law. It is essential that when the signal sounds, each person in the building respond promptly and calmly. Exit routes are posted in each room and the assigned route should be followed as quickly as possible. Classroom doors and windows must be closed and lights turned off when exiting. Once outside, students must be a safe distance from the building, and not standing in an area that might block emergency vehicles. Fire drills are held with the safety of all in mind. The building must be emptied quickly and in an orderly manner.

Tornado (2) and lock down (2) drills are also required to be conducted during the school year. Directions will be given on the PA system. Staff and students are to follow those directions quickly and calmly.

### **FOOD SERVICE REGULATIONS**

Students are required to eat their breakfast and lunch in the school cafeteria. Both meals are available for purchase. Forms for free and reduced price meals are available in the principal's office. An application must be completed and returned to the office; please be sure to inform us if a current application has been submitted to another district. The school will contact those eligible. No child will be discriminated against regardless of ability to pay.

### **GRADING**

Individual teachers devise their own grading system based on mastery of objectives for each course. The grading system is designed prior to the beginning of the class, written in the teacher's records, and clearly presented to the students at the start of the course. Teachers use a variety of criteria strategies that may include written and oral tests, demonstrations, writing exercises, individual and group projects, performance portfolios, and samples of superior work. The course grade a student earns shall NOT be based or determined in a manner that is unrelated to the achievement of relevant objectives criteria.

Attendance, class participation, behavior, and similar factors are proper educational values bearing on the academic achievements of a student. If these criteria are used to determine the grade of a student, this information should be recorded as part of a teacher's grading policy and communicated to the students.

A course grade will be lowered should a student exceed the absence limit (*see attendance*).

Additionally, unexcused absences and tardies also impact grades, as noted under the Attendance section of this handbook.

A student's daily grades for each class are available via PowerSchool Family Access.

It is a student's responsibility to make up any incomplete or missing work. Students are encouraged to check their grade book on PowerSchool frequently throughout the year.

Each semester grade for seventh and eighth grade students is based on grades from the two marking periods and a semester examination. Each term grade carries a weight of two (40%) and the semester examination is given a weight of one (20%). Semester grades for sixth grade students are based on the two marking period grades weighted equally.

Grades are automatically calculated by the PowerSchool Gradebook software. Students are graded on a percentage basis.

For grading purposes, a no credit (NC) grade is equivalent to an "E" (zero points earned).

### **GUIDANCE AND COUNSELING**

Guidance services are available to students and include the following services: test administration and interpretation; occupational and career information; study skills assistance; and assistance with personal concerns. Contact the guidance counselor for assistance.

### **HALL PASSES/SIGN OUT**

Students leaving a class, study hall, etc., during a class period must have a hall pass and/or sign a sign out sheet. Students who misuse the hall pass/sign out procedure will forfeit the privilege and may also be subject to additional disciplinary action.

### **HOMEBOUND STUDENTS**

Students who are unable to attend school for an extended period of time due to injury or illness may be placed on homebound status. Absences incurred during homebound periods do not count towards the 85% attendance requirement. A written verification of the illness/injury and estimate of the time needed at home is required from the student's physician/health care professional prior to approval. Arrangements for assignments and testing will be made with the teacher.

### **INCOMPLETE WORK**

Students are responsible for completing all assignments in the time allowed. However, if illness or extenuating circumstances require, a grade of "incomplete" may be given on either the nine-week marking period or for a semester. It is the responsibility of the student to contact the teacher involved and learn what needs to be completed for a grade to be issued. At the end of each marking period or semester a maximum of two weeks will be permitted for making up an incomplete unless other arrangements are made with the teacher. After the allotted time the incomplete work will earn a zero and the marking period grade will be figured accordingly.

### **LEAVING THE BUILDING**

Any student who leaves the building during the school day must have the permission of the principal's office. A permit to leave the building will be issued for valid reasons. Students who become ill during the school day may phone home and receive permission to go home. Any student leaving the building without permission will receive an unexcused absence for the time missed and possible additional disciplinary action.

### **LIBRARY RULES/REGULATIONS**

All school rules apply to use of the library. During the school day, all students using the library must have their agenda book signed by a teacher or be on the study hall list. Students must sign in when entering the library and return to their class or study hall at the end of each period.

Rules for the library are as follows:

- A. Students are not to leave the library without permission. If you are on a pass you are to remain in the library unless you have permission to leave from the librarian or other adult in charge.
- B. Encyclopedias, dictionaries, atlases or other reference materials are to be used in the library only.
- C. Unnecessary noise or disturbance will suspend one's library privileges for a period of time to be determined by the school librarian and/or principal. These suspensions will be called to the principal's attention.
- D. The library is not to be used for socializing.
- E. No periodicals are to be taken from the library without permission from the librarians.
- F. Students are not to re-shelve books, but leave them on a table.
- G. All books are checked out for a four-week period. Books may be renewed for an additional four weeks providing no other student has requested that particular book. A fine of 10 cents per school day will be charged for over-due books. Students may not receive marking period grades if they have excessive fines or overdue materials.
- H. Students who lose or damage a book or other library materials will be required to pay a sufficient amount to cover the damage or loss, decided upon by the librarian. Failure to do so will result in a suspension of library privileges.
- I. During school hours, the library computers are to be used for school purposes only. Game playing or use of e-mail during school hours will result in loss of privileges. All students and their parent(s) are required to sign the *Computer Use Policy Agreement*.
- J. No food or drink in the library.

### **LOCKERS**

Each student is assigned a locker, which they are expected to keep neat, orderly, and LOCKED. Storing open drinks and/or open food containers in lockers is not permitted. Students should not share their combination with anyone, and may not switch lockers with anyone without office permission. Although every effort will be made to find or retrieve missing items, **THE SCHOOL IS NOT RESPONSIBLE FOR ITEMS MISSING FROM LOCKERS**. Missing items should be promptly reported to the office. Student lockers are the property of the school district. Periodic general inspections of lockers may be conducted by the principal or her designee for any reason at any time, without student notice or consent and without a search warrant.

### **MARKING PERIODS**

Hancock Middle School uses a nine-week, four-term marking period format for core classes. Block classes run on a 12-week, three-term format. Report cards are available four times a year through PowerSchool Family Access.

*See also Report Cards/School Records.*

### **MEDICATIONS**

Medications include both prescription and non-prescription medications taken orally, via inhaler, injected, applied as drops to eyes or nose, or directly applied to the skin. Only when absolutely necessary, parents may bring their child's medication into the school building with the understanding that the medication will be stored in the principal's office. The student will come to the office to have the medication administered. As per Board policy, a *Medication Prescription/Parent Authorization Form* must be on file in the principal's office. A parent/guardian as well as the prescribing physician must sign this form.

### **PARENT ACCOUNTABILITY**

It will be expected that parents take part in the accountability of their child's behavior. Under certain circumstances the school may request a parent to take an active role in the discipline process (i.e. team meetings, student shadowing, student counseling, etc.). In some cases this type of

intervention will be used as alternative to, or prior to, a suspension or expulsion. If a parent fails to take the responsibility to follow through with this commitment suspension or expulsion may result.

### **PARENT-TEACHER CONFERENCES**

Formal parent-teacher conferences are held twice yearly, in the fall and in the spring. Parents are encouraged to attend these conferences to enable them to meet their child's teachers and discuss mutual concerns. Each teacher also has conference time during the school day, and parents who need to discuss their child with a teacher should call and set up an appointment. If parents have a concern about their child, they are encouraged to discuss their concern(s) with the teacher(s) involved.

### **PEST MANAGEMENT PROGRAM - PARENT ADVISORY**

As part of the Hancock Public School District's pest management program, pesticides are occasionally applied. You have the right to be informed prior to any pesticide application made to the school grounds and buildings. In an emergency, pesticides may be applied without prior notice, but you will be provided notice following any such application. If you need notification prior to pesticide application, please contact the school office at 487-5923. Simply state your name and indicate that you wish to be notified prior to a pesticide application.

### **POWERSCHOOL PARENT ACCESS**

Parents are encouraged to sign up for PowerSchool Parent Access. This access allows parents to view student information including: individual class grades, missing assignments, end-of-term grade book, lunch accounts, etc. To subscribe, please call the middle school office (487-5923option 3).

### **PROHIBITED ITEMS**

Problems arise when students bring items to school that are hazardous to the safety of others or interfere in some way with school procedures. Items such as toy weapons, water pistols, bean shooters, slingshots, water balloons, smoke bombs, laser pointers and items of a sexually explicit nature are not permitted on school property. If these items are confiscated from a student, they will not be returned. If misused, additional discipline will result.

Additionally, the use of hand held electronic games, cell phones, beepers, and portable CD players, Walkman's, or other similar electronic devices with headphones is prohibited in classrooms and hallways during regular school hours. These items may be stored in lockers, but be aware that the school is NOT responsible for items stored in student lockers.

### **RECOVERY/RETENTION**

Hancock Middle School believes that all students can achieve academic success. Using the 11-point scale, the criteria to successfully complete a core course are:

6<sup>th</sup> grade = earning a minimum of 5 points and not more than 2 E's (per year/class)

7<sup>th</sup> & 8<sup>th</sup> grade = earning a minimum of 11 points\* and not more than 3 E's (per year/class)

\*MPs + Exam grade, weighted

Students who have not met these criteria by the end of the school year will be recommended to complete summer recovery work. This work will allow students to review and practice concepts from core classes that they may have missed during the school year.

Each student's progress is reviewed throughout the year; if, after the first semester, a student is not meeting the criteria to successfully complete a course, students and parents/guardians will be notified.

Final determination and notification for summer recovery work will occur after the second semester grades have been computed.

Students must successfully complete the summer recovery work in order to be recommended for promotion to the next grade level. In some circumstances a student may be recommended for retention without the option of completing recovery work.

## **REPORT CARDS AND SCHOOL RECORDS**

To keep parents informed of the student's progress, report cards are available via Power School at the end of each nine-week marking period. Hard copies are will be issued to parents upon request. The student's permanent file (CA 60) may be reviewed by the student's parents at any time. Other parties (except school personnel) may review the student's records only with permission of the student's parents.

## **SEXUALITY EDUCATION - HIV/AIDS**

The Hancock Board of Education endorses a program that involves instruction and discussion in human sexuality. The material has been approved by the district Reproductive Health Committee (RHC). In the P.E./Health block class, a unit is taught during each twelve-week block period. The unit includes a review of changes during puberty and a brief discussion of HIV/AIDS and other STDs. Abstinence from sexual activity and other risky behaviors is taught as the best choice for teens and young adults. Videos approved by the RHC supplement this unit. According to the State School Aid Act, parents have the right to review any curriculum materials when teaching any of the aforementioned areas. In compliance with this statute, the Hancock Board of Education will make the materials available for parents to preview. The statute also allows parents to excuse their child from classes in which health education, sex education, and/or HIV/AIDS and other serious communicable diseases are topics of instruction.

## **STANDARDIZED TESTING**

The MSTEP test is given each spring in the areas of English Language Arts and Math at each grade level. The seventh grade also takes the MSTEP Science test and the eighth grade the MSTEP Social Studies test.

## **STUDENT CONDUCT**

According to Section 1311 (2) of the Revised School Code, a pupil who is in possession of a dangerous weapon/firearm, commits arson in a building or on school grounds, or commits criminal sexual conduct in a school building or on school grounds, shall be expelled from the district permanently, subject to possible reinstatement after a specified period has passed. A pupil who is expelled under Section 1311 is considered to be expelled from all public schools in the state. A student who is permanently expelled from school will be referred to the criminal justice or juvenile delinquency system and the appropriate county department of social services or community mental health agency. The parent, legal guardian and/or student shall also be notified of the referral. The Hancock School Board reserves to itself the authority to expel students. Each student subject to expulsion shall have his/her situation reviewed by the superintendent on a case-by-case basis. The individual may petition for reinstatement after 150 school days after the date of expulsion, but may not be reinstated before the expiration of 180 school days after the date of expulsion. Students are prohibited from engaging in behavior that endangers or threatens to endanger the safety of themselves or others, is contrary to the law, or impedes the orderly conduct of the school program or any school-related activities or programs.

Prohibited behavior shall include, but not be limited to, the following:

### **BOMB THREATS/FALSE FIRE ALARM**

Students shall not activate a false fire alarm or file threats concerning placement of bombs. Punishment will range from suspension to expulsion and referral to the police.

### **BUS MISCONDUCT**

Students must abide by the rules established for bus students. These rules are posted on every bus. Students who do not abide by bus rules will have their privilege of riding the bus revoked for a period of time consistent with the offense or the frequency of offenses.

### **CHEATING/PLAGIARISM**

Students shall not obtain homework, quiz answers, test answers, or any work that is not their own. Any written work derived from another source shall credit that source. Cheating or plagiarism will result in a grade of "E" on the affected assignment/test. A second offense in a semester will result in failure for the marking period involved.

#### DISTURBANCES

Students shall not create disturbances or disrupt any class or school activity. Punishment shall range from reprimand to suspension.

#### EXTORTION

Students shall not attempt to obtain money, any item of value, or special favors from any person under implied or expressed threat. Extortion will result in punishment ranging from detention up to and including expulsion.

#### FIGHTING

Students shall not engage in fighting or in any act of violence toward another person. Students fighting in school or on school property will be reported and consequences will be assigned in accordance with Hancock Middle School's *Rubric for Aggressive Behavior* (pg. 19).

#### GAMBLING

Students shall not participate in games of chance or skill for profit. Punishment shall range from detention to suspension.

#### HARASSMENT

Harassment of students is prohibited and will not be tolerated. Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, age, height, weight, marital status or disability. Any student who feels they have been subjected to sexual harassment shall report the incident to the guidance counselor or building principal. The right to confidentiality, for both the accuser and the accused, will be respected consistent with the legal obligations of the school. Punishment will range from reprimand up to and including expulsion. *See Board of Education Policy 5517 for a complete copy of the District's policy.* Please refer to Hancock Middle School's *Rubric for Aggressive Behavior* (pg. 19).

#### INSUBORDINATION

Students shall comply with reasonable rules and requests by school officials. They must not engage in verbal abuse or derogatory gestures toward school officials. Punishment shall range from reprimand to expulsion.

#### LARCENY/THEFT

Students shall not take the property of another without permission of the owner. Punishment shall range from reprimand and restitution to suspension and possible referral to the police.

#### LOITERING

Students shall not be in a school building or on school property during school hours at a site other than where the student is enrolled or has a valid consultation for. Any student asked to leave the premises by school officials shall comply immediately with that request.

Punishment shall range from reprimand to suspension.

#### MALICIOUS MISCHIEF

Students shall not engage in malicious mischief including malicious injury, defacing or destruction of any school property. Punishment shall range from detention and restitution for repairs to expulsion.

#### POSSESSION, USE, DISTRIBUTION, OR INFLUENCE OF ALCOHOLIC BEVERAGES ON SCHOOL GROUNDS OR AT SCHOOL ACTIVITIES

Possession of alcoholic beverages is illegal and a violation of school policy. In addition to the range of punishment given, the student will be referred to the substance abuse counselor for evaluation, education, and/or counseling. The range of punishment is from a minimum of three days of suspension to expulsion.

#### POSSESSION, USE, OR DISTRIBUTION OF CONTROLLED SUBSTANCES

It is illegal to possess controlled substances without a valid prescription; other substances are illegal to possess by anyone. Any mood altering substance not legitimately obtained falls under this provision. The punishment will range from a minimum of three days of suspension to expulsion and referral to the police.



#### PROFANITY

Students shall not use profanity, obscene language, gestures, or depictions. Punishment will range from detention to suspension.

#### TOBACCO

Students shall not use or possess tobacco in any form in school, on school property, or at school-sponsored events. Students in possession of tobacco will be suspended.

#### UNEXCUSED ABSENCES OR TARDINESS

Students between the ages of 6 and 18 are of compulsory school age. Students who are chronically absent or tardy may be referred to the courts for violation of the compulsory school attendance laws. Please see "*Attendance*".

#### UNLAWFUL CONDUCT

Students shall not engage in any form of unlawful conduct on school property or at school sponsored events. Students who commit a crime on school property or at school events will be suspended or expelled and referrals will be made to the police.

#### VERBAL ABUSE

Students shall not engage in name calling, ethnic or racial slurs, or derogatory statements or depictions regarding other persons. All forms of harassment are strictly prohibited. Students shall not use threats, stated or implied, that cause another person to believe that they will inflict harm or damage to the person or his/her property. Consequences will be in accordance with Hancock Middle School's *Rubric for Aggressive Behavior* (pg. 20).

#### WEAPONS

Students shall not possess or use weapons or other dangerous objects, such as firecrackers, smoke bombs, etc. Students in possession of a dangerous weapon/firearm on district grounds, in district buildings, or a school-sponsored event will be permanently expelled from school as required by law.

### **WITHDRAWAL FROM SCHOOL**

State law requires that minors attend school. Students who transfer to another school must complete the following procedures:

1. Obtain and complete the *Clearance for Leaving School* form.
2. Return all textbooks and school materials to the principal's office, library, and/or classroom(s).
3. Clean the locker assigned to you.
  4. Pay any financial obligations to the school.
  5. If you are transferring to another school, leave your new school's name and address.

## Hancock Middle School Rubric for Aggressive Behavior

- EVERY level will include: a CONSEQUENCE, the REFLECTIVE PROCESS and may include a CALL TO PARENTS
- COUNSELOR REFERRAL is optional at each level;
- Teachers, administrator and parents will be notified of each offense

Behavior	First offense	Second offense	Third Offense
<p><b><i>Teasing:</i></b> Name calling, insulting, behavior that could hurt others' feelings and/or make them feel bad about themselves</p>	Warning	1 Silent Lunch	2 Silent Lunches Parent Contact
<p><b><i>Harassment:</i></b> Racial, ethnic, sexual or other form of severe harassment, threats, continuous/ consistent teasing or as stated in District policy.</p>	1-3 days of attending "Classes Only"*	2 days ISS & 1 day attending "Classes Only"*	3 days ISS & 2 days attending "Classes Only" Parent Meeting*
<p><b><i>Inappropriate Physical Contact:</i></b> Hitting, slapping, grabbing, shoving, etc.</p>	1 Silent Lunch	2 Silent Lunches	3 Silent Lunches Parent Meeting
<p><b><i>More Severe Physical Contact:</i></b> Punching, kicking, or similar behavior that may injure others.</p>	1 day ISS & 1 day attending "Classes Only"*	2 days ISS & 1 day attending "Classes Only"*	3 days ISS & 2 days attending "classes only" Parent Meeting*

\*Consequences at this level may be greater dependent on the behavior and relevant policy

- After the third offense, an individualized behavior plan will be developed for the student (may be earlier if necessary).
- Although the specifics of an individualized plan may vary from person to person, the expectations for the behavior will be consistent with the standards for all students.
- All consequences/actions follow District policy and relevant law.



